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## Job details

Job 1 of 1

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**General Information** The Chief Executive Office (CEO) is seeking a highly motivated and well-qualified individual to fill a Senior Secretary I position in the Lease Acquisition section of the Real Estate Division of the CEO. The successful candidate will perform secretarial duties and support for a section manager and staff.

**Requirements** Must currently hold the payroll title of Senior Secretary I, or equivalent position, possessing the same level and breadth of experience, scope of responsibility, and salary schedule.

**Desirable Qualifications**

- Positive attitude and ability to work in a demanding environment.
- Strong interpersonal skills with the ability to work effectively with staff, County departments, outside government agencies and real professionals.
- Ability to work on multiple projects and assignments at the same time, meeting critical deadlines, taking charge of assignments, and ensuring a thorough and complete product is processed.
- Strong knowledge of Microsoft Word, Outlook and Excel.
- Strong written and oral communication skills with proficiency in grammar, punctuation, spelling, and ability to proofread, edit and format correspondence.
- Strong interpersonal and team work skills.
- A good working knowledge of the County's policy and procedure practices.

### Duties

- Prepares Board letters, memos routine reports, written correspondence, and real estate documents and contracts.
- Assists office visitors and telephone callers by furnishing requested information, referring them to others when appropriate, and personally taking care of those whose business does not require attention of the manager.
- Proofreads and prepares documents to ensure they are appropriately formatted and grammatically correct.
- Makes appointments and arranges conferences and meetings for superiors.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary and may

prepare reports.

- Handles other routine operating details such as scheduling, timekeeping, photocopying, and purchase requisitions.
- Organizes office files and tracks status of assignments to ensure a smooth-running office.

**Vacancy  
Information**

This vacancy is located at the Chief Executive Office, Real Estate Division, 222 South Hill Street, Los Angeles, CA 90012.

Interested individuals should submit a resume detailing experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Tuesday, July 31, 2012** and sent to:

Chief Executive Office  
Human Resources Section  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
Attention: Kimberly Arias  
[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

**Resumes and supporting documents will be reviewed and only the most qualified candidates will be called for an interview.**

**Available Shift**

Day

**Contact Name**

Kimberly Arias

**Contact Phone**

213-974-2797

**Contact Email**

[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

**Job Field**

Secretarial

**Job Type**

Administrative Support

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